

STATE 911 COMMITTEE
Certification Subcommittee
August 21, 2018
Meeting Minutes

A. Call to Order / Roll Call

The meeting was conducted via in person and conference call, called to order at 10:00 a.m. by Chairman Rich Feole. Roll call was taken and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair
Mr. Philip Bates
Mr. Greg Clark
Mr. Ray Hasil
Mr. Jeremy Ludwig
Mr. Robert Stewart
Mr. Scott Temple

Representing:

SNC/Calhoun County Consolidated Dispatch Authority
INDigital Telecom
Public Member
Mason Oceana 911
Allegan County Central Dispatch
Frontier Communications
AT&T

Voting Members Absent:

Ms. Phyllis Fuller
Mr. Gary Johnson
Mr. Chris Izworski
Mr. Tim Smith
Mr. Vance Stringham

Representing:

Peninsula Fiber Network
Marquette County Central Dispatch
Bay County Central Dispatch
Ottawa County 911
Roscommon County Central Dispatch

Non-Voting Members Present:

Ms. Lyndsay Stephens
Ms. Kristine Bond

Representing:

State 911 Office
State 911 Office

B. Meeting Minutes Approval – May 15, 2018

A **MOTION** was made by Mr. Greg Clark, with support by Mr. Phil Bates, to accept the meeting minutes of May 15, 2018. With no discussion, the **MOTION** carried.

C. Old Business

1. Manistee County

Manistee County has met all of the required requirements that were in the original compliance report. The final addendum has been added, and will be submitted to the State 911 Committee.

2. Oscoda County

Oscoda County has not progressed with the required finding of updating its 911 Plan. Additional follow up is planned.

3. Shiawassee County

The State 911 Committee (SNC) asked that the Certification Subcommittee readdress the findings for the fencing and LEIN that were previously approved by the subcommittee. The subcommittee discussed the best practices of the various organizations that would apply to the findings that were questioned.

Also, since the SNC meeting in June, the Director from Shiawassee County presented an issue involving the Municipal Employees' Retirement System (MERS). In 2017, a large increase occurred and it is not clear why it has occurred. The MERS statement includes the dispatch staff along with the Shiawassee County Sheriff Department staff, and it was found to be insufficiently broke down or clear enough to determine the increase or discrepancy. The county officials have requested information and is awaiting records

from MERS. The subcommittee will keep the compliance review open to confirm that the costs are only associated with the dispatch staff and correctly invoiced.

4. Montcalm County

An addendum has been added to the Montcalm County Compliance Review to finalize the review. Montcalm County's independently contracted 10 year financial audit was completed. The audit findings included a requirement for MERS to transfer from the county pension plan to the Montcalm County Central Dispatch Authority's pension plan in the amount of \$85,320.00. The equipment pool indirect cost allocation that does not pertain to the dispatch center is also being removed from the dispatch center portion of the indirect cost allocation. The Director will provide a confirmation of the MERS transfer upon its completion.

A **MOTION** was made by Mr. Phil Bates, with support by Mr. Greg Clark, to accept the Montcalm County Compliance Review as presented. With no further discussion, the **MOTION** carried.

5. Livingston County

The Livingston County Compliance Review was completed and had no recommended or required findings.

A **MOTION** was made by Mr. Jeremy Ludwig, with support by Mr. Ray Hasil, to accept the Livingston County Compliance Review as presented. With no further discussion, the **MOTION** carried.

6. Oakland County

The Oakland County Compliance Review draft has been provided to Ms. Patricia Coates, the Coordinator for Oakland County and the subcommittee for review. After revisions requested are reviewed and processed, another copy will be provided to the subcommittee for final review and approval at the next meeting. The Chair, Rich Feole, gave his thanks to everyone who was able to participate in the site visits.

7. Lake County

The memorandum presented was a reflection of the May meeting with Lake County officials to discuss the staffing concerns. Some of the issues had been resolved by the time of the meeting and there were plans in place for the remaining concerns.

A **MOTION** was made by Mr. Rich Feole, with support by Mr. Phil Bates, to accept the Lake County Memorandum with signatures to be affixed. With no further discussion, the **MOTION** carried.

8. Gratiot County

Gratiot County 911 Central Dispatch Authority Board requested a review, and it was approved at the last SNC meeting. The Director of Gratiot County 911 Central Dispatch, Mark Duflo, has returned to work. The deadline for the paperwork has passed, and an extension has not been requested. However, there has been a phone call with Mr. Duflo who promised the paperwork was being sent. The site review is tentatively planned for September. The Chair, Rich Feole, indicated that the requestors of the review should be kept informed with the status of the review since the request for review did not originate from Mr. Duflo or the subcommittee's random drawing.

9. Best Practices Document

At the last State 911 Committee meeting, it was asked whether a more definitive and detailed checklist for the Recommended Best Practices for Compliance Reviews was available. This request was in response to the question pertaining to the fencing for security. The Chair, Mr. Feole, also explained the SNC preferred that Director made requests in the recommendations be clarified as such. The document will be reviewed in the upcoming months. There are recommended best practices by several organizations which include Association of Public-Safety Communications Officials (APCO), National Emergency Number Association (NENA), and the Department of Justice which may be considered for sources. The subcommittee plans to review, discuss and determine any further best practice details that may be further incorporated into the document, while keeping in consideration the needs of the PSAPs in mind. The intent is not to overstep the center logistics, but to consider whether there is a need for a section for recommendations that are not requirements.

D. New Business

1. Quarterly Drawing for Compliance Review

Allegan County and Kalamazoo County were drawn for review. Kalamazoo County is in the process of consolidating five public safety answering points (PSAP) and the merge to one PSAP is expected on or about October 30. The financial records will be sought from the current agencies and the operations site visit will take place after the consolidation.

2. New Member Interest

Joni Harvey of Livingston County Central Dispatch has submitted a letter and resume for membership on the subcommittee.

A **MOTION** was made by Mr. Greg Clark, with support by Mr. Jeremy Ludwig, to accept Joni Harvey as a new member of the Certification Subcommittee. With no further discussion, the **MOTION** carried.

The State 911 Office shall send notification Joni Harvey along with the meeting dates.

3. Meeting dates for 2019

The meeting dates for the Certification Subcommittee in 2019 will be:

February 13, 2019

May 14, 2019

August 13, 2019

November 12, 2019

E. Next Meeting

Tuesday, November 6, 2018, at 10:00 a.m. – MSP Headquarters, 1st Floor Cub Room

F. Adjourn

A **MOTION** was made by Mr. Phil Bates to adjourn, with support by Mr. Greg Clark. The **MOTION** carried. The meeting was adjourned at 10:50 a.m.